# Automated Communication Exchange System - ACES
Release Notes - February 20, 2002

A new release of ACES was installed when CalPERS implemented the fourth phase of the CalPERS Online Member and Employer Transaction (COMET) system. The implementation took place from February 7 through February 21, 2002.   The following is a list of the changes that will be reflected on the morning of Thursday, February 21, 2002.

The following changes were made to the actual ACES screens. A copy of the new screen is shown with notes for explanation.

NOTE: For screen display purposes fictitious information has been populated in the screen shots above.

ACES PORTAL
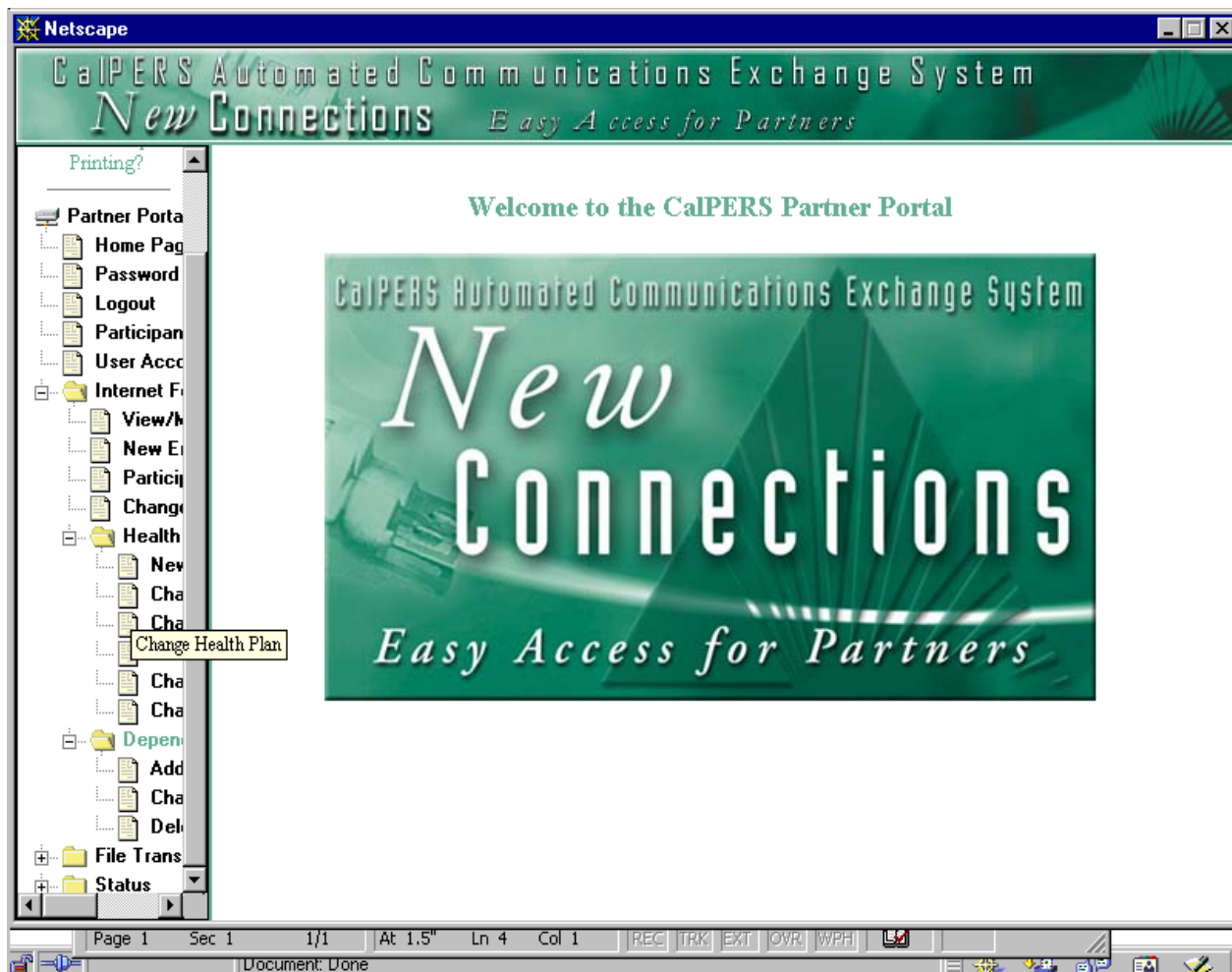
- The Participant Inquiry and User Account Maintenance (PARIS) folders have now been moved up to the top below the Logout folder. They are now single files.

- In order to avoid widening the portal or using the arrows to read each of the folders, hypertext has been added. Just place the cursor on the folder and the hypertext will come up to display the entire folder name.

NEW ENROLLMENT SCREEN

Participant Information:

- Birth Date Certification: Indicates whether the Birth Date currently on record with CalPERS has been certified (i.e., substantiated with documentary evidence). If it *has*, and you believe this Birth Date is incorrect, you must contact CalPERS to have it changed.

Participant Demographics:

- The Agency Employee ID and EE Daytime Phone were removed from the Health Enrollment section and placed under Gender in the New Enrollment Participant Demographics screen.

Participant Address:

- The Address Type field now has Residential as an option in the drop down list. However, a health transaction will not update on a "Residential" address; it must be attached to a mailing address or the health transaction will fall to a manual correction.

- The Supplemental Address Type and the Supplemental Address Line have been moved above the Street Address/PO Box line.

- An Additional Address Line has been added above the City line. This line is "optional," but may be completed if the person's address requires additional space (i.e., due to complicated "routing" directions) or if you wish to enter the Street Address *and* the PO Box for the person.

NEW ENROLLMENT APPOINTMENT

Appointment:

- Organization Name no longer shows the Employer Code. For school employers, you can refer to your Coverage Key for a cross-reference between the 3-digit District/Unit Code and the District Name.

- The Tenure and Time Base fields, along with their subsidiary fields (i.e., "Temporary Number of Months," "Average Weekly Hours," etc.) have been removed; see "Basis for Membership" explanation below.

- For ACES File Transfer agencies, the file format has not been changed. If the employer submits the information, the system will ignore it.

PERS Retirement Enrollment:

- Optional Member box added. This box should be checked if the employee is an "Optional" member (i.e., an elective officer, or a Legislative Employee) that is electing to enter CalPERS membership. **NOTE:** For elective officers (i.e., City Council, County Board of Supervisors), the Election of Optional Membership form (AESD-59) must still be signed by the employee and sent to CalPERS.

- The Basis for Membership section has been changed. The appropriate box may be checked to indicate the basis upon which the employee qualifies for CalPERS membership:

    Full-Time for > 6 Months: Appointment requires full-time continuous employment for more than 6 months; or full-time employment that actually continues longer than 6 months.

    Part-Time >= 20 hrs a week for >= 1 year: Position requires regular Part-time service of at least 20 hours per week for 1 year or longer.

    Indeterminate >= 20 hrs a week for 1 year: Hours worked vary, but will average at least 20 hours per week for 1 year or longer.

    1000 hours / 125 days in FY: Employee has completed at least 1000 hours (if paid on hourly basis) or 125 days (if paid on daily basis) within the period of July 1 through June 30.

    Already a PERS Member: The person is currently a "member" of CalPERS (i.e., has contributions/funds on deposit). Such persons will qualify for membership **immediately** upon appointment, regardless of Appointment Tenure or Time Base.

NEW ENROLLMENT HEALTH

- The Eligibility Basis field has been removed. The Health Event Reason will derive the eligibility basis.

- The Agency Employee ID and the EE Daytime Phone has been removed and placed under the New Enrollment Participant Demographics screen.

PARTICIPANT CHANGE

- The Agency Employee ID and the EE Daytime Phone have been added below the Death Date line.

- The Address Type field now has Residential as an option in the drop down list.

- The Supplemental Address Type and the Supplemental Address Line have been moved above the Street Address/PO Box line.

- An Additional Address Line has been added above the City line. This line is "optional," but may be completed if the person's address requires additional space (i.e., due to complicated "routing" directions) or if you wish to enter the Street Address *and* the PO Box for the person.

CHANGE APPOINTMENT

- The Tenure and Time Base fields, along with their subsidiary fields (i.e., "Temporary Number of Months," "Average Weekly Hours," etc.) have been removed; see "Basis for Membership" explanation below.

- The ACES File Transfer agencies file format has not been changed. If the employer submits the information, the system will ignore it.

PERS Retirement Enrollment:

- Optional Member box added. This box should be checked if the employee is an "Optional" member (i.e.; an elective officer, or a Legislative Employee) that is electing to enter CalPERS membership. **NOTE:** For elective officers (i.e., City Council, County Board of Supervisors), the Election of Optional Membership form (AESD-59) must still be signed by the employee and sent to CalPERS.

- Basis for Membership section has been changed; the appropriate box may be checked to indicate the basis upon which the employee qualifies for CalPERS membership:

  Full-Time for > 6 Months: Appointment requires full-time continuous employment for more than 6 months; or full-time employment actually continues longer than 6 months.

  Part-Time >= 20 hrs a week for >= 1 year: Position requires regular part-time service of at least 20 hours per week for 1 year or longer.

  Indeterminate >= 20 hrs a week for 1 year: Hours worked vary, but will average at least 20 hours per week for 1 year or longer.

  1000 hours / 125 days in FY: Employee has completed at least 1000 hours (if paid on hourly basis) or 125 days (if paid on daily basis) within the period of July 1 through June 30.

  Already a PERS Member: The person is currently a "member" of CalPERS (i.e., has contributions/funds on deposit). Such persons will qualify for membership **immediately** upon appointment, regardless of Appointment Tenure or Time Base.

NEW HEALTH ENROLLMENT

- The Eligibility Basis field has been removed. The Health Event Reason will derive the eligibility basis.

- The Agency Employee ID and the EE Daytime Phone have been removed and placed under New Enrollment Participant Demographics screen.

ADD DEPENDENT

- When the Participant's SSN is input, "Get Data" will retrieve all enrolled dependents and populate them. This will identify to the user which dependents are already enrolled.

- You cannot change existing dependent demographics from this screen. You must do this from the Change Demographics file under the Dependent folder.

PARTICIPANT INQUIRY:

Defect: On the deduction tab the plan code is being populated incorrectly. The correct plan code can be confirmed on the Enrollment tab.   This is due to a COMET defect that Participant Inquiry mirrors. This defect is being assessed and will be fixed as soon as possible.

BATCH UPDATES (Behind the scenes):

- If a State Agency enters a Non-PERS New Enrollment it must also input an External Position number. If you don't, then the transaction will generate an Agency Error stating "Required field, External Position Number was not entered."

- The following invalid characters (i.e.; !, @, $, %, _, +, =,}, ^, [ ], ?,<, >, ", '<) if used in the Address fields will generate an Agency Error stating "Invalid character for address field."

- Only alphabetic characters, hyphens, dashes, apostrophes and blank spaces should be used in the name fields. If a transaction contains an invalid character, it will generate an Agency Error stating "Invalid character found in the First, Middle and/or Last Name." **Please note, this includes the use of a period after an initial.**

- A Participant can now be added without a First Name; however, a warning message will be generated stating "The first name is blank."

- If a transaction is input on a dependent and the dependent's demographics are different from what COMET reflects and they are not a PERS Member in their own right the dependent's new demographics will update/overlay.   If the dependent being added is a PERS Member in their own right, the dependent's demographics will NOT update.   A warning message will be generated stating "Dependent's demographic information not updated - currently a CalPERS member."

- Change Coverage group will allow the addition of a coverage group to an existing Non-PERS appointment, including persons that exist on COMET with an existing appointment and are enrolled in Health. For example, a person that enrolled in Health on 8/1/2000, but didn't qualify for retirement membership until completion of 1,000 hours on 3/1/2000; or an "Optional" member who enrolled in Health on 1/25/2001, but did not elect PERS membership until 7/1/2001.

- Duplicate Status: If a transaction is submitted and the same transaction/information is already on the system, the transaction will not update. This transaction will show as a Duplicate on the Users Detail Report.

- Manual Review Status: Transactions with this status (i.e., possible "overtime" positions) which previously fell out to be processed by CalPERS staff will now be classified as "Manual Correction" transactions.